



Site Fire Evacuation Plan

Discovery of a Fire

If you discover a fire, however small, the following procedure must be followed:

- Sound the alarm immediately (usually by activating the nearest break glass point.)
- Clear colleagues, customers and visitors away from the surrounding area and get them to a position of safety, even if the fire appears minor and controllable.
- Attack the fire only if you are familiar with fire fighting techniques and the use of available appliances. Do not take personal risks.

Evacuation - In the event of a fire, the following evacuation plan will be followed:

Colleagues will inform customers and visitors to evacuate the premises immediately and will assemble at:

The evacuation procedure will include nominated colleagues, as agreed by the site manager, carrying out checking of pre-agreed areas.

Pre-agreed areas may include:

- Area 1 Sales floor
- Area 2 Warehouse/back areas
- Area 3 Toilets/staff room
- Area 4 Offices
- Area 5 Plant room/electrical room

Other areas to be checked are – (site manager to complete)

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The site manager or nominated colleague will call the fire service and ensure that no-one returns into the building once evacuation has taken place. The Visitors Book and First Aid kit should be collected from the Kiosk / Customer Service Point. Vehicular and pedestrian access to and from the site will be restricted. In the event of a fire no-one will re-enter the building until the Fire Officer in charge of the situation has given the all-clear directly to the site manager or duty manager.

This evacuation plan will be reviewed on an annual basis or sooner following any change to the layout of the site.

Signed –.....

Site manager –

Date

